

**D.C. OFFICE OF THE ATTORNEY GENERAL
GOVERNMENT OF THE DISTRICT OF COLUMBIA**



POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: 27-2015	POSITION TITLE: Program Support Assistant
POSITION GRADE & SERIES: DS-303-07	SALARY RANGE: \$39,827 - \$52,274 per annum
TOUR OF DUTY: 8:15 am – 4:45 pm Monday - Friday	OPENING DATE: May 18, 2015 CLOSING DATE: OPEN UNTIL FILLED 1ST SCREENING DATE: June 1, 2015
AREA OF CONSIDERATION: Open to the General Public	PROMOTION POTENTIAL: None
WORKSITE LOCATION: Office of the Attorney General for the District of Columbia Various Divisions 441 4 th Street, N.W. Washington, D.C.	NO. OF VACANCIES: Eight (8)
DURATION OF APPOINTMENT: Temporary Appointment - Career Service	Temporary Appointment NTE 09/30/2015.

COLLECTIVE BARGAINING UNIT: This position is in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through direct payroll deduction.

BRIEF DESCRIPTION OF DUTIES: Receives telephone calls and visitors to the office. Ascertains the nature of the calls or business of visitors and determines appropriate action. Responds to a variety of inquiries and refers inquiries to the appropriate office staff or to other organizations, as required. Personally handles many requests for information and resolves or assists in resolving a variety of conflicts that may arise. Screens incoming correspondence and determines appropriate action. Determines those that can be acted upon personally and takes necessary action. Refers correspondence requiring supervisor's attention to supervisor or other appropriate staff person. Maintains control records on incoming correspondence and action documents and follows up on work in progress to ensure timely reply or action. Performs administrative, program and technical work to support the assigned program and its operations. Applies clerical and technical administrative procedures, methods, and techniques to support managers, supervisors and specialist. Maintains procedures and the confidentiality of personnel data associated with that task. In addition, incumbents will be assigned to one of the following Divisions and perform the following duties:

Support Services Division/Public Safety Division/Public Interest Division and Civil Litigation Division: Assists Division/Section personnel with the inventory and documentation of voluminous closed legal files in preparation for destruction and/or transfer to the Federal Records Center (FRC). Inputs inventory into division/section database and prepares records according to vendor standards for shredding or box storage. Prepares required documentation for transfer to the FRC.

Human Resources Section: Assists Human Resources staff with copying, scanning and dissemination of personnel information. Maintains fillies, assists with verifications of employment, and typing letters, updates position description files, shreds and/or copies various personnel documents.

Personnel, Labor and Employment Division: Supports the Chief Counsel for PLED and the Director of Hiring, Recruitment and Equal Employment on a wide range of administrative and confidential matters. Performs program analytical, and administrative assignments that impact OAG's Hiring and Recruitment Program. This position requires the incumbent to handle confidential matters with tact and/or discretion due to their sensitive nature. The successful candidate will timely

handle the administrative needs of OAG's Attorney Hiring Program including but not limited to scheduling hiring panels, setting interviews with potential applicants, obtaining necessary documents to justify attorney hires, preparing offer letters, timely communicating with OAG stakeholders so that attorneys may have a smooth transition to the workforce inputting request for hiring justifications and timely providing key personnel with updated vacancy and other reports.

QUALIFICATIONS: Candidates must have at least one (1) year of Specialized Experience. Specialized experience is experience that equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, at least one (1) year of specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

Substitution of Education: A substitution of education for required experience will be allowed as defined in OPM's Qualification Standards. However, in order to receive credit, applicants must submit official proof of educational attainment at the time of application. Time-in-Grade Restrictions: Time in grade restrictions must be met by the closing date of this vacancy announcement.

SUBMISSION OF RANKING FACTORS: The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors. Please respond specifically to the ranking factor(s) by either typing directly into the free form area provided or by pasting from a text document. Please describe specific incidents of sustained achievement from your experience that show evidence of the level at which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that includes the degree to which you possess the job related knowledge, skills and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

RANKING FACTOR #1: Knowledge of general office automation software, practices and procedures.

RANKING FACTOR #2: Ability to communicate effectively, orally and in writing.

RANKING FACTOR #3: Ability to maintain a large filing and record keeping system consisting of customer information and legal data.

PRIORITY CONSIDERATION: Displaced Employee Priority Placement: Eligible's for the District of Columbia's Displaced Employee Program (DEP) and Agency Reemployment Priority Placement Program (ARPP) will be given priority consideration for this position if found qualified.

EMPLOYMENT BENEFITS: This is a Temporary Appointment in the Career Service Not-to-Exceed 09/30/2015.

RESIDENCY PREFERENCE AMENDMENT: A person applying for a position in the Career Service, Education Service, Management Supervisory Service, an attorney position in the Legal Service (series 905) other than in the Senior Executive Attorney Service (SEAS), or an attorney in the Excepted Service (series 905) who is a bona fide District resident **AT THE TIME OF APPLICATION** for the position, may be awarded a 10-point residency preference over a non-District application(s), unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. **Failure to maintain bona fide District residency for the 7-year period will result in forfeiture of employment.**

APPLICANTS WHO FAIL TO COMPLETE, SIGN, DATE AND SUBMIT THE RESIDENCY PREFERENCE FOR EMPLOYMENT FORM WITH THEIR APPLICATION WILL NOT BE CONSIDERED FOR THE RESIDENCY PREFERENCE.

VETERANS PREFERENCE: Applicants claiming veteran's preference must submit official proof of the time of application.

DRUG-FREE WORKPLACE: Pursuant to the requirements of the Drug-Free Workplace Act of 1998, the individual selected to fill this position will, as a condition of employment, be required to notify his/her immediate supervisor, in writing, not later than five (5) days after conviction of or a plea of guilty to a violation of any criminal drug statute occurring in the workplace.

OTHER INFORMATION: A background investigation will be conducted.

HOW TO APPLY: Candidates may apply in person, or send a **completed DC 2000**, Employment application for the District of Columbia Government, to the Office of the Attorney General for the District of Columbia, Human Resources Section, Suite 1100S, located at Judiciary Square Bldg, 441 4th Street, N.W., Washington, D.C. 20001. Candidates may send applications via e-mail to: OAG.Recruitment@DC.GOV.

RESUMES ARE NOT CONSIDERED COMPLETE JOB APPLICATIONS; THEREFORE, A DC-2000 MUST BE SUBMITTED TO RECEIVE CONSIDERATION. RESUMES WILL BE ACCEPTED IN ADDITION TO THE DC-2000.

Inquiries related to employment and job applications should be directed to Ms. L Dodson, Management Liaison Specialist (202) 724-6632. **To download the Employment Application Form, DC-2000, visit our website at: www.oag.dc.gov.**

INFORMATION TO CANDIDATE: Applications received outside the area of consideration and/or after the closing date as well as incomplete applications will not be given consideration. For the purpose of employment, resumes are not considered job applications. Therefore, to be considered all applicants must submit a **COMPLETED DC-2000 EMPLOYMENT APPLICATION**. Applications will not be returned.

EEO STATEMENTS: The District of Columbia Government is an Equal Opportunity Employer.

EQUAL OPPORTUNITY EMPLOYER: All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap, or political affiliation. Notice of Non-Discrimination: In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code, Section 2-1401.01 et. seq., (Act) the District of Columbia does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

OFFICIAL JOB OFFERS ARE TO BE MADE ONLY BY THE HUMAN RESOURCES SECTION OF THE OFFICE OF THE ATTORNEY GENERAL